This job aid reviews how to search for Concur transactions in ARC, how to run the Trial Balance by Account Detail report in FDS, and provides the ARC Voucher to Concur field mapping. The Concur Report Key maps to the ARC Invoice ID and can be used in ARC to search for the Voucher associated with the Concur transaction. The Trial Balance by Account Detail report is available in the Financial Data Store (FDS) and includes a column that provides visibility to voucher comments from the voucher Invoice Information tab within ARC.

**Finding the Report Key for an Expense Report in Concur**

In order to look up the ARC Voucher associated with a fully approved Concur transaction, you must find the Concur Report Key for the Expense Report, which is mapped to the Invoice ID in ARC. You can look up an Expense Report in Concur to find the Report Key.

1. In Concur, click the **Expense** tab. The Report Library View displays Active Expense Reports.

   ![Concur Expense Report Library](image)

   1. **Active Reports:**
      - Active Reports
      - Sent for Payment (90 Days)
      - Last 90 Days
      - This Year
      - Last Year
      - Date Range

   The search results appear.

   ![Concur Search Results](image)
3. Click the row of the desired Expense Report to view.

4. Click the Print/Share dropdown and select CU Detailed Report w/ Summary. The CU Detailed Report w/ Summary window displays the Report Key.

Note: Approvers that are viewing a Payee’s Expense Report can find the Report Key by clicking the Print/Email dropdown and selecting CU Detailed Report w/ Summary. Approvers can also view the Report Key on the Report Header page.

Finding the Voucher for a Concur Transaction in ARC
Once you know the Report Key, you can use it to find the Voucher in ARC.

1. Click the Buying and Paying tile and then click the Voucher Entry tab.

Or, click the NavBar > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry.

2. Click the Find an Existing Value tab.
3. Enter the Report Key from the Expense Report into the **Invoice Number** field.

4. In the **Origin** field, enter **CNR**.

5. Click **Search**. Vouchers that begin with the same invoice numbers appear in the search results.

### Running the Trial Balance by Account Detail Report

1. The Trial Balance by Account Detail report is accessed from **FDS**, a link to which can be found on the ARC portal. For guidance on how to launch and use the FDS On Demand Report interface, click [here](#).

2. Click the **FDS On Demand Reports** tile.

3. From the **FDS Folder/Report Selection** dropdown, select **Trial Balance Reports** and then select **Trial Balance by Account Detail** from second dropdown that appears. The Enter Values form appears.

4. Enter all required and desired optional **Values**.

5. Click **Run Report** at the bottom of the form.

### Exporting the Report to Excel

Voucher comments on the Trial Balance by Account Detail report are best viewed when exported to Excel because some comments, depending on character length, may overlap with other columns. However, once exported to Excel, you can easily expand columns, as needed, to clearly see the content.

1. Click the **Export** icon on the toolbar at the top of the report viewer. The Export window appears.

2. Select **Microsoft Excel (XLSX)** from the File Format dropdown.

3. Click the **Export** button.
ARC Voucher to Concur Field Mapping

ARC Invoice ID maps to Concur Report Key, appended by the values below (e.g. 1408-R):

- R = Reimbursement
- A = Cash Advance
- C = Credit Card (Air / Rail Central Pay or Corporate Card)

ARC Voucher Type maps to Concur transactions as follows:

- E = Employee Reimbursement
- X = Corporate Card Transaction
- Y = Columbia Air / Rail Central Pay Transaction

ARC Voucher Comments for Expenses is populated with Concur Report Name and Concur Trip or Report Purpose
ARC Voucher Comments for Requests is populated with Concur Request Name and Request Purpose

ARC Voucher Line Description for Expenses is populated with the Concur Expense Type
ARC Voucher Line Description for Requests is populated with Cash Advance

Getting Help

Please contact the Finance Service Center
http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now
https://columbia.service-now.com